

# Leading Hand - Waste Management

## Position Outline

<b>Position</b>	Leading Hand – Waste Management
<b>Work Location</b>	Waste Management Facility, Jessop Drive
<b>Directorate</b>	Infrastructure Services
<b>Section</b>	Waste Management
<b>Reports to</b>	Coordinator, Waste Management
<b>Annual Salary Band</b>	\$81,423.00 + Leading Hand Allowance
<b>Classification</b>	Yard 6, Mount Isa City Council Certified Agreement 2024
<b>Engagement Type</b>	Full-Time, Ongoing

### POSITION OBJECTIVE

This position is to lead the waste management facility operations while performing Waste Management Operator duties to maintain business as usual and compliance at Council's Waste Management sites. The Leading Hand – Waste Management provides effective and efficient delegation of duties, ensuring that all daily tasks are covered within staffing levels and prioritisation of tasks are made to address urgent business.

### POSITION REQUIREMENTS

- Hold current competencies for dozer, integrated tool carrier, water cart, tip truck, compactor, has a current construction white card, and "HR" (inclusive of manual "C" class) driver's licence.
- Strong understanding of the requirements for pre-start checks on all equipment prior to operation with a knowledge of, and ability to undertake minor servicing and preventative machinery maintenance.
- Sound literacy and numeracy skills necessary to maintain servicing records and completion of timesheets, relevant documentation and assisting others when required.
- Working knowledge of Workplace Health and Safety requirements and the ability to undertake manual labouring duties correctly and ensure that of others.
- *Previous experience in a similar position is highly regarded.*

### KEY RESPONSIBILITIES

This position is responsible for the following areas and includes but is not limited to:

#### Vehicle / Plant Operation

- Operate all Council's operational plant and other equipment in accordance with correct procedures at all times (as licenced, ticketed, and proven competent).
- Ensure all vehicles are maintained in a clean and tidy state.
- Undertake pre-start checks on all the equipment (as allocated per day) prior to operation.
- Undertake basic servicing and preventative maintenance of all plant equipment and machinery.
- Ensure written records and relevant documentation are properly maintained to relevant standards.
- Report all incidents and/or damage to plant and equipment in accordance with Council policy, and in any case immediately to the supervisor or work health and safety coordinator.
- Assist in written development of safe working methods.
- Work outdoors in all weather conditions subject to operational requirements.

- Strict adherence to Personal Protective Equipment (PPE) requirements as per the WH&S induction and/or Council requirements.

#### **Leadership Responsibilities**

- Daily delegation of tasks/duties, plant, and equipment as per employee's capabilities in consultation with the Coordinator, Waste Management.
- Allocation of works for council's plant and equipment working around breakdowns or limitations of equipment.
- Maintain and upkeep of Council Waste Management Depot.
- Collection / disposal of deceased animals.
- Carry out repairs to various Council assets, e.g. wheelie and bulk bins, plant equipment etc.
- Operation of Vehicles, Plant and Equipment as required.
- Monitor and evaluate collection of bulk and commercial and domestic refuse.
- Instruction of new staff in the crew with the operation of Waste Management's plant and equipment.
- Out of ordinary hours work may be required.
- Council reserves the right to change these duties at any time.
- You are required to follow any other lawful and reasonable directives provided by your supervisor or more senior officer.

#### **KEY PERFORMANCE INDICATORS**

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- All assigned tasks completed satisfactorily and on time
- Regular and systematic performance reporting to the Coordinator evidenced through the completion of projects within agreed timeframes and budget (if applicable)
- Accountable for positive health and safety practices
- High level of confidentiality maintained
- High level of customer service evidenced
- High level of participation and commitment to team outcomes including consistent vigilance over the overall duties/tasks and performance of the section
- All liaisons carried out in a professional manner being a positive ambassador for Mount Isa City Council
- Consistently meets corporate obligations
- Develops, promotes and complies with council policies and procedures
- Other targets as outlined in a Performance Review are achieved
- Effectively process customer complaints ensuring compliance with Councils Policy and Procedure
- Required to undertake the responsibilities of an authorised person to exercise powers to achieve public compliance (pursuant to local government legislation).

#### **WORK HEALTH AND SAFETY**

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All employees of Council have an obligation to comply with Work Health and Safety legislation including Council's Work Health policies, procedures, and work instructions.

#### **Physical Requirements**

- It is an inherent requirement of the position to be able to frequently lift/carry objects.
- Work outdoors in all weather conditions.
- Clarity of vision at 6 meters or more, with or without corrective lenses.
- Travel to remote locations and walk on uneven terrain.
- Required to climb ladders and scaffolding and walk considerable distance in the facility.

*This position requires the incumbent to maintain a level of fitness to be capable of carrying out the physical requirements of the position.*

## WHAT'S IN IT FOR YOU?

When joining Mount Isa City Council, you are provided with pathways and opportunities to grow and achieve your potential. Eligible employees can access our Employee Assistance Program, elect to join our free Immunisation Program, and enjoy sporting reimbursement opportunities. Full-time employees receive 5 weeks annual leave (pro-rata to part-time employees, *not applicable to casual employment*) to enjoy time outside the workplace!

## WE AT ISA...

We consider our values vital in how we serve our community. Mount Isa City Council's values are Integrity, Service and Accountability.

INTGRITY

SERVICE

ACCOUNTABILITY

## HOW TO APPLY

### What to include in your application:

Please provide the following information to the panel to assess your suitability:

- Write a maximum 2 pages on how your experience, abilities, knowledge and personal qualities meet the position requirements of the role.
- Your current CV or resume, including two referees who have a thorough knowledge of your capabilities, work performance and conduct within the previous two years.

### Submitting your application:

- Submit online at: <https://www.mountisa.qld.gov.au/current-vacancies>; or
- Email Human Resources on [hr@mountisa.qld.gov.au](mailto:hr@mountisa.qld.gov.au)
- *Both word and PDF are accepted file formats.*

### Please note that:

- Council undertakes a range of checks and assessment methods to assist in selection, including criminal history checks, pre-employment medical etc.
- Mount Isa City Council is an Equal Employment Opportunity employer. Council strongly encourages all suitable applicants to apply for this role.
- ***Applicants must be eligible to live and work within Australia.***

Creation Date	1 June 2011
Reviewed Date	8 August 2023
Contact	Human Resources 07 4747 3389
Closing date	28 <sup>th</sup> January 2026